



## Job Description Form

### Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

**Position Title**

Senior Lands Manager

**Level**

6

**Position Number**

33488  
(Nominated)

**Division/Directorate**

Infrastructure Planning and Land Services

**Branch/Section**

Land and Property Services

**Effective Date**

June 2026

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Principal Land Tenure Manager, SC Level 4

Subordinates: Lands Officer, Level 5,  
Land Administration Support Officer, Level 4

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### Key role of this position

Undertakes and manages land-related projects in accordance with the Public Transport Authority's (PTA) needs and priorities, including the rationalisation of land. Provides advice in relation to land issues, and Ministerial enquiries and represents the PTA's interests in that regard.

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### Core duties and responsibilities

- Manages land on behalf of the PTA in accordance with WA Government policies.
- Undertakes due diligence and research on land and property proposed for acquisition to determine PTA's risk exposure including obtaining valuation reports where appropriate.
- Provides advice on matters relating to land.
- Undertakes and manages land and property related projects (both Crown and Freehold) including land assembly for transport projects and finalising of cadastral boundaries for transport corridors.
- Maintains the cadastral and tenure integrity of PTA's land portfolio.
- Manages and maintains the integrity of PTA's Land and Property Register.
- Researches and prepares reports, discussion papers, briefing notes, Ministerial responses and correspondence on land and property issues as required.
- Maintains current technical and industry knowledge in order to provide accurate and relevant information / advice to others.
- Engages with internal and external stakeholders and manage consultants to support the requirements of the position.
- Provides assistance and support to colleagues to achieve branch priorities.
- Carries out other such tasks and functions that are within the limits of the employee's skills, competence and training, as required.

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## SELECTION CRITERIA

### 1. Core Competencies

- Considerable and relevant experience and knowledge in land tenure and administration.
- Proven ability to interpret and apply legislation and a sound knowledge of government land administration processes and procedures.
- Proven ability to manage land assembly tasks.
- Proven ability to manage team members and consultants.

### 2. Communication and Interpersonal

- Including the ability to:
  - Build and maintain relationships.
  - Effectively negotiate and resolve issues.
  - Prepare a range of written documentation (including reports, briefing papers, policy documentation and written correspondence).
  - Work harmoniously and effectively in a team environment.

### 3. Leadership and Management

- Highly developed leadership and supervisory skills, including a demonstrated ability to:
  - Engage and empower teams and individuals to deliver organisational requirements.
  - Effectively supervise, coach, motivate and develop staff.
  - Manage resources to achieve results.
  - Contribute to and/or facilitate organisational change.

### 4. Conceptual, Analytical and Problem Solving

- Including the ability to:
  - Research and analyse issues and make recommendations.
  - Identify and implement system and process improvements related to the position.

### 5. Organisation

- Well-developed organisational skills, including a demonstrated ability to:
  - Must be self-motivated with the ability to work with minimal supervision.
  - Proven ability to manage a portfolio of tasks with competing priorities and deadlines.
  - Supports colleagues to meet Branch priorities.

### 6. Computer Literacy

- Well-developed skills and ability in using computers and a range of application software packages.

### 7. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate dated 3 months or less from the date of application for the position.

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### Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### Managing Director / Executive Director / General Manager

.....  
Signature

.....  
Date

### Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....  
Signature

.....  
Date

